



COUNTY/CITY LOTTERY

Licensing Checklist

Nebraska Application for County/City Lottery, Form 50G, must be fully completed and submitted to the Nebraska Department of Revenue to apply for and obtain a license prior to conducting any lottery activity (license expires on May 31 of each even-numbered year).

Be sure to include:

- ☐ \$100 license fee payable to the Nebraska Department of Revenue.
- ☐ A certified copy of election results.
- ☐ A copy of the ordinance or resolution addressing the playing limitations of the lottery, such as whether governing officials can play the lottery.
- ☐ If the lottery will be conducted at a location(s) other than that of the lottery operator, a copy of the ordinance or resolution establishing the qualification standards for becoming an authorized sales outlet for the lottery.
- ☐ A copy of any ordinance or resolution relating to the lottery in general.
- ☐ Separate bank account number.
- ☐ Designation of authorized representative(s) to examine, approve, and sign a lottery worker application.
- ☐ A sample of the ticket, prize payout information, lottery rules, and any other written documentation describing the lottery activity.
- ☐ If both a ball draw and a random number generator are used to determine winning numbers in keno, attach a schedule showing the days and times each will be used.
- ☐ If your lottery will be conducted jointly with another county, city, or village pursuant to the Interlocal Cooperation Act, attach a copy of the agreement unless previously submitted.
- ☐ Signature of governing official or member of governing board.

If you have contracted with a lottery operator to conduct the lottery on your behalf:

- ☐ Submit a copy of the lottery operator agreement or the final contract with the lottery operator selected.
 - ☐ Contract must include termination provisions if the lottery is discontinued by an election authorized under Section 9-626 or 9-627 of the Nebraska County and City Lottery Act.
- ☐ Attach a completed **Form 50G – Schedule I** (license expires on May 31 of each even-numbered year) which must include the following:
 - ☐ A \$500 license fee payable to the Nebraska Department of Revenue.

- ☐ Documentation regarding prize security required by lottery operator agreement. If an irrevocable letter of credit is required by the agreement, a copy of the letter of credit must be provided and is subject to the Department's approval.
- ☐ A completed and notarized Personal History Record and Background Disclosure Form or, if applicable, an Affidavit by Spouse for Waiver of Fingerprinting and/or Personal History Record and Background Disclosure Form for Charitable Gaming License Application for each individual identified in line 8 of Form 50G – Schedule I. Be certain you include all required individuals.
- ☐ Signature of lottery operator owner, member, partner, officer, or other person authorized by a power of attorney.
- ☐ Authorization signature of governing official.
- ☐ Fingerprint cards, along with a \$38 fee per person, must be submitted to the Nebraska State Patrol for each individual required to be identified in line 8 of Form 50G – Schedule I, unless fingerprinting was previously performed by the Nebraska Liquor Control Commission in conjunction with an application for liquor license, or a spousal waiver has been properly completed.

If you have contracted with a lottery operator to conduct the lottery on your behalf and the lottery site is at a location other than that of the lottery operator:

- ☐ Attach a completed **Form 50G – Schedule II** (license expires on May 31 of each even-numbered year) which must include the following:
 - ☐ A copy of the site agreement between the lottery operator and the sales outlet location.
 - ☐ A copy of any ordinance or resolution, meeting minutes, or other documentation, which reflects the county, city, or village's approval of the sales outlet location as a lottery site.
 - ☐ Signature of lottery sales outlet location owner, member, partner, officer, or other person authorized by a power of attorney.
 - ☐ Authorization signature of governing official.
- ☐ Fingerprint cards, along with a \$38 fee per person, must be submitted to the Nebraska State Patrol for each individual required to be identified in line 8 of Form 50G — Schedule II, unless fingerprinting was previously performed by the Nebraska Liquor Control Commission in conjunction with an application for liquor license, or a spousal waiver has been properly completed.

For each individual who performs any work directly related to the conduct of your lottery:

- ☐ Attach a completed **Form 50G – Schedule III** (license expires on May 31 of each odd-numbered year) which must include the following:
 - ☐ Signature of lottery worker applicant.
 - ☐ Signature of governing official or authorized representative of county, city, or village.
- ☐ Fingerprint cards, along with a \$38 fee per person, must be submitted to the Nebraska State Patrol for each lottery worker designated as a keno manager or with authority over the verification of winning number selection by an electrically operated blower machine, unless fingerprinting was previously performed by the Nebraska Liquor Control Commission in conjunction with an application for liquor license.

For further information, please contact the Charitable Gaming Division of the Nebraska Department of Revenue, 301 Centennial Mall South, P.O. Box 94855, Lincoln, Nebraska 68509-4855, telephone (402) 471-5937, or toll free (877) 564-1315.